Laboratory Assessment Preparation List

***General Assessment Guidance**: This document is intended to provide guidance for laboratories preparing for an AMRL On-Site Laboratory Assessment, specifically with regard to the availability of documentation required by AASHTO R18 "Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories". Preparing for the assessment will improve the efficiency, productivity, and benefit of the assessment for the laboratory.*

This document does not address all of the apparatus and procedural requirements which may be evaluated during the assessment. Please consult AASHTO R18 or the applicable ASTM standard for specific requirements. Please contact AMRL at (240) 436-4900 if your laboratory has additional questions with regard to preparing for the On-Site Assessment.

Quality System Assessment Preparation	
Quality Management System	Have your laboratory's quality management system updated to conform with the current requirements of AASHTO R18 and available for review. Have a current copy of R18 available.
Equipment Records	Have the past five years of calibration, standardization, check, and maintenance records available for all equipment applicable to the scope of the assessment.
Proficiency Sample Records	Have the past five years of final results and corrective action letters available for all samples within the scope of proficiency sample participation.
Technician Training and Evaluation Records	Have the past five years of training and competency evaluation records available for all technicians who participated in demonstrating tests during the assessment.
Internal Quality System Reviews Records	Have the past five years of internal quality system reviews available for evaluation.
Management Review Records	Have the past five years of management reviews available for evaluation.
ASTM C1077	To qualify for ASTM C1077, demonstration of ASTM test methods C40, C117, C127, C128, and C136 are required during the assessment. Review your quality manual to make sure all additional requirements are satisfied.
ASTM D3666	Review your quality manual to make sure all additional requirements are satisfied.
ASTM D3740	To qualify for ASTM D3740, demonstration of five ASTM Soil test methods is required during the assessment (excluding D2419). Review your quality manual to make sure all additional requirements are satisfied.
ASTM E329	To qualify for ASTM E329, demonstration of at least one additional quality system requirement (ASTM C1077, ASTM D3666, or ASTM D3740) is required. To qualify for ASTM E329 for Sprayed Fire-Resistive Materials only - at least one SFRM test must be demonstrated, additional quality system is not required. Review your quality manual to make sure all additional requirements are satisfied.

AMRL
AASHTO Materials Reference Laboratory